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STEVE J. THERIOT, CPA
LEGISLATIVE AUDITOR

OFFICE OF
LEGISLATIVE AUDITOR
STATE OF LOUISIANA
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September 17, 2007

To Whom It May Concern:

This report is not an audit performed in accordance with generally accepted *Government Auditing Standards* nor was it prepared by an independent Certified Public Accountant.

This report was submitted by Department of Agriculture employees whose work was not supervised by a CPA or the Legislative Auditor.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve J. Theriot".

Steve J. Theriot, CPA
Legislative Auditor

SJT:JSI:ss

[SOILANDWATER]



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY
BOB ODOM, COMMISSIONER



July 11, 2006

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COMMISSIONERS

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Conservation**
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Mr. George Dauzat, Chairman
Calcasieu SWCD
P. O. Box 211
Leesville, LA 71446-0211

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 9/26/07

Dear Mr. Dauzat:

Please be advised that at the close of the audit for the year ending June 30, 2005, the auditor identified the following recommendations but could not discuss with the district secretary as she was absent each day the auditor was conducting the audit. These recommendations are being made to correct a poor cash management system currently used by the district. The district staff must maintain better control of the cash management system to avoid a recurrence of these management issues. Your district is therefore strongly advised to implement these recommendations immediately.

- (1) **Bank Accounts:** All district bank accounts must be reconciled on a monthly basis. The reconciliations are to be maintained on file for review by the auditors and should reflect all deposits and outstanding checks to enable a proper reconciliation of the bank statement to the district records. All EFTs to the account should be verified as to source such as State funds, Farm Bill funds, etc. and noted on the bank statement and the amount. Should there be any difference in expected amount and actual receipts, determine and verify the difference and then properly document it in the records.
- (2) **Monthly Bills/Invoices:** All invoices must be maintained in an orderly manner. When paying the district's monthly bills, write the following on each bill/invoice: (1) the date paid, (2) the check number, (3) the amount paid and (4) a note explaining the purpose of the expenditure. When all bills/invoices have been paid, arrange them in order by the check number (ascending), staple them together and file appropriately.
- (3) **Group Insurance:** Group insurance premiums are remitted to OGB by the district for current supervisors and retired supervisors and employees participating in the state health insurance program. Premiums cannot be paid by the district prior to the district receiving payment of the premiums. The supervisors' and/or retiree's share of the group insurance premiums **must be received by and deposited into the district's bank account prior** to the payment of the premiums by the district. This is state law. Violation of this state law is not acceptable and if it continues to occur it will seriously affect the supervisor's or retiree's ability to participate in the state group insurance program (OGB). Therefore, it is recommended that

all insurance premiums are to be paid one month in advance. A record must be maintained each month showing the date each supervisor or retiree paid their portion of their insurance premium, the amount paid, the resulting monthly balance (this can NEVER be a negative balance), the date the funds were deposited into the district's bank account, the date the district paid OGB and the fund balance. In order to avoid an NSF check, when the supervisor/retiree pays with a personal check, the district must wait at least five working days before paying OGB. This record/form must be reviewed by the district board at its board meeting each month and recorded in the board minutes and a copy of the insurance form attached to the board minutes. You may contact the Office of Soil and Water Conservation for an Excel copy of this form.

Your immediate attention to implementing these recommendations is requested. Also, **within forty-five (45) days** provide this office **in writing** the action taken by the Calcasieu Soil and Water Conservation board to implement these recommendations.

I encourage you, your district staff, and board members to request assistance from this office any time it is needed to help ensure the board in meeting its administrative and program responsibilities, including resolving the recommendations identified in this audit.

Sincerely,

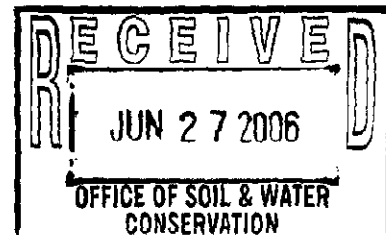


Bradley E. Spicer
Executive Director

BES:le

cc: Bennie Tate

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION



CALCASIEU SOIL AND WATER CONSERVATION DISTRICT

LEESVILLE, LOUISIANA

REPORT NO. 05-09-08

ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2005

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION**

REPORT NO. 05-09-08

**CALCASIEU SOIL AND WATER CONSERVATION DISTRICT
LEESVILLE, LOUISIANA**

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LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

June 5, 2006
Board of Supervisors
Calcasieu Soil and Water Conservation District
P. O. Box 211
Leesville, Louisiana 71446

Gentlemen:

We have audited the accompanying Balance Sheet of the Calcasieu Soil and Water Conservation District, as of June 30, 2005, and the related Statements of Revenue, Expenditures and Changes in Fund Balance for the year then ended. These financial statements are the responsibility of the District's management. Our responsibility is to express an opinion on these financial statements based on our audit.

Our audit was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures, as we considered necessary. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly in all material respects the financial position of the Calcasieu Soil and Water Conservation District as of June 30, 2005, and the results of its operations and changes in its fund balance for the year then ended, in conformity with generally accepted accounting principles applied on a consistent basis.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark A. Tillman', with a stylized flourish at the end.

Mark A. Tillman
Audit Director

MAT: bt

cc. State Soil and Water Conservation Committee
Legislative Auditor

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION**

REPORT NO. 05-09-08

REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

Management of the Calcasieu Soil and Water Conservation District is responsible for the District's compliance with state and local regulations. As part of our audit, we selected and tested transactions and records to determine the extent to which the Calcasieu Soil and Water Conservation District complied with material laws and regulations of the State of Louisiana.

Our testing of transactions and records disclosed no instances of noncompliance.

EXHIBIT A**AUDITED COMBINED BALANCE SHEET**

	GENERAL FUND	SPEC. REVENUE FUND	GENERAL FIXED ASSETS	FUND BALANCE 2005	FUND BALANCE 2004
ASSETS					
Cash	\$39,719.12	(\$25,870.60)		\$13,848.52	\$17,880.00
Accounts Receivable	\$0.00	\$0.00		\$0.00	\$1,826.00
Petty Cash	\$0.00	\$0.00		\$0.00	\$0.00
Certificates of Deposit	\$0.00	\$43,005.13		\$43,005.13	\$43,005.13
Due From Other Fund	\$0.00	\$0.00		\$0.00	\$0.00
Money Market	\$0.00	\$0.00		\$0.00	\$0.00
Savings	\$0.00	\$0.00		\$0.00	\$0.00
Prepaid Insurance	\$8.33	\$0.00		\$8.33	\$499.21
Furniture & Equipment			\$173,563.65	\$173,563.65	\$173,563.65
Land			\$77,963.53	\$77,963.53	\$77,963.53
TOTAL ASSETS	\$39,727.45	\$17,134.53	\$251,527.18	\$308,389.16	\$314,737.52
LIABILITIES					
Accounts Payable	\$0.00	\$0.00		\$0.00	\$525.00
Accrued Salaries	\$1,728.00	\$0.00		\$1,728.00	\$360.00
Accrued FICA	\$132.19	\$0.00		\$132.19	\$27.54
Accrued Retirement	\$71.82	\$0.00		\$71.82	\$13.50
Accrued Leave	\$1,484.00	\$0.00		\$1,484.00	\$985.88
Due To Other Fund	\$0.00	\$0.00		\$0.00	\$0.00
TOTAL LIABILITIES	\$3,416.01	\$0.00	\$0.00	\$3,416.01	\$1,911.92
FUND EQUITY					
Fund Balance-Res.-Group Insurance	\$0.00	\$0.00		\$0.00	\$16.11
Fund Balance-Res.-Other Insurance	\$8.33	\$0.00		\$8.33	\$499.21
Fund Balance-Res.- Maintenance	\$0.00	\$0.00		\$0.00	\$0.00
Fund Balance-Res.-Retirement	\$0.00	\$0.00		\$0.00	\$0.00
Fund Balance-Unreserved	\$36,303.11	\$17,134.53		\$53,437.64	\$60,783.10
Investments in G. F. A.			\$251,527.18	\$251,527.18	\$251,527.18
TOTAL FUND EQUITY	\$36,311.44	\$17,134.53	\$251,527.18	\$304,973.15	\$312,825.60
TOTAL LIABILITIES & FUND EQUITY	\$39,727.45	\$17,134.53	\$251,527.18	\$308,389.16	\$314,737.52

The accompanying notes are an
integral part of this statement.

EXHIBIT B**STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE**

	GENERAL FUND 2005	SPECIAL REVENUE	TOTAL FUND 2005	TOTAL FUND 2004
REVENUE				
DEQ (319)	\$0.00	\$0.00	\$0.00	\$0.00
Farm Bill	\$11,802.00	\$0.00	\$11,802.00	\$18,440.00
Flags	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$880.86	\$0.00	\$880.86	\$692.79
Local	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$372.17
Rentals	\$0.00	\$1,100.00	\$1,100.00	\$2,525.00
Revegetation	\$0.00	\$0.00	\$0.00	\$0.00
Seedlings	\$0.00	\$0.00	\$0.00	\$4,125.00
State Funds	\$51,871.08	\$0.00	\$51,871.08	\$41,818.00
Water Quality	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$64,553.94	\$1,100.00	\$65,653.94	\$67,972.96
EXPENDITURES				
Advertisements (bid notices)	\$114.20	\$0.00	\$114.20	\$0.00
Area Meeting	\$0.00	\$0.00	\$0.00	\$0.00
Awards, Contests, Promotions	\$2,186.00	\$0.00	\$2,186.00	\$100.00
Bank Charges	\$90.70	\$0.00	\$90.70	\$0.00
Board Meetings-per diem	\$1,295.00	\$0.00	\$1,295.00	\$1,820.00
Board Meetings-mileage	\$1,039.09	\$0.00	\$1,039.09	\$822.02
Boat Launch Fees	\$0.00	\$0.00	\$0.00	\$0.00
Dues & Subscriptions	\$246.50	\$0.00	\$246.50	\$975.00
Equipment Purchase	\$0.00	\$0.00	\$0.00	\$5,766.84
Field Materials/Supplies	\$8,525.91	\$0.00	\$8,525.91	\$447.87
Fuel	\$130.77	\$0.00	\$130.77	\$485.31
Insurance-group health	\$5,954.83	\$0.00	\$5,954.83	\$336.94
Insurance-other	\$2,369.38	\$0.00	\$2,369.38	\$5,472.60
Insurance-unemployment	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance & Repairs	\$0.00	\$0.00	\$0.00	\$0.00
Miscellaneous	\$5.41	\$0.00	\$5.41	\$2,381.98
Office Supplies	\$3,777.16	\$0.00	\$3,777.16	\$874.64
Postage	\$116.10	\$0.00	\$116.10	\$87.52
Program Funds	\$0.00	\$0.00	\$0.00	\$0.00
Rent	\$0.00	\$0.00	\$0.00	\$0.00
Rentals & Leases	\$0.00	\$0.00	\$0.00	\$447.00
Salaries	\$41,902.12	\$0.00	\$41,902.12	\$31,037.27
FICA	\$3,277.18	\$0.00	\$3,277.18	\$2,374.20
Retirement	\$2,215.14	\$0.00	\$2,215.14	\$1,386.69
Telephone	\$0.00	\$0.00	\$0.00	\$688.01
Travel	\$2,040.62	\$0.00	\$2,040.62	\$1,787.32
Trees	\$1,970.00	\$0.00	\$1,970.00	\$1,870.00
Utilities	\$164.34	\$0.00	\$164.34	\$688.38
TOTAL EXPENDITURES	\$77,420.45	\$0.00	\$77,420.45	\$59,849.59
Excess (deficiency) of Revenue over Expenditures	(\$12,866.51)	\$1,100.00	(\$11,766.51)	\$8,123.37

The accompanying notes are an
integral part of this statement.

EXHIBIT C**STATEMENT OF REVENUE, EXPENDITURES
AND CHANGES IN FUND BALANCE**

	GENERAL FUND 2005	SPEC. REVENUE FUND	TOTAL FUND 2005	TOTAL FUND 2004
Fund Balance-Unreserved Beginning of the Year	\$45,298.57	\$15,484.53	\$60,783.10	\$42,737.41
Excess (deficiency) of Revenue over Expenditures	(\$12,866.51)	\$1,100.00	(\$11,766.51)	\$8,123.57
Less: Prior Period Adjustment/Transfers	\$3,380.17	\$0.00	\$3,380.17	\$10,066.92
Less: Establish F. B.-Reserved for Other Insurance	\$490.88	\$0.00	\$490.88	(\$144.80)
Less: Establish F. B.-Reserved for Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance-Unreserved End of the Year	<u>\$36,303.11</u>	<u>\$16,584.53</u>	<u>\$52,887.64</u>	<u>\$60,783.10</u>
OTHER FINANCING SOURCES				
Fund Balance-Reserved for Group Insurance (Beg. Balance)	\$16.11	\$0.00	\$16.11	(\$300.00)
Plus: Paid-in by Supervisors	\$2,655.64	\$0.00	\$2,655.64	\$3,838.44
Less: Paid-out by District	(\$2,671.75)	\$0.00	(\$2,671.75)	(\$3,522.33)
Less: Prior Period Correction	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance Reserved for Group Insurance (Ending Balance)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$16.11</u>
Fund Balance-Reserved for Other Insurance (Beg. Balance)	\$499.21	\$0.00	\$499.21	\$354.41
Plus: Paid-in	\$1,878.50	\$0.00	\$1,878.50	\$5,262.99
Less: Paid-out	(\$2,369.38)	\$0.00	(\$2,369.38)	(\$5,118.19)
Fund Balance Reserved for Other Insurance (Ending Balance)	<u>\$8.33</u>	<u>\$0.00</u>	<u>\$8.33</u>	<u>\$499.21</u>
Fund Balance-Reserved for Maintenance (Beg. Balance)	\$0.00	\$0.00	\$0.00	\$0.00
Plus: Paid-in	\$0.00	\$0.00	\$0.00	\$0.00
Less: Paid-out	\$0.00	\$0.00	\$0.00	\$0.00
Fund Balance Reserved for Maintenance (Ending Balance)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>

The accompanying notes are an
integral part of this statement.

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION**

REPORT NO. 05-09-08

CALCASIEU SOIL AND WATER CONSERVATION DISTRICT

LEESVILLE, LOUISIANA

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2005**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Louisiana Legislature created the Calcasieu Soil and Water Conservation District. The District primarily assists farmers and other land users in the wise use of their lands and the prevention of erosion of farm and urban land and the pollution of waters in the state. The governing board of supervisors administers the operations and responsibilities of the District in accordance with Louisiana Statutes. The board is comprised of five members.

In April 1984, the Financial Accounting Foundation established the Governmental Accounting Standards Board (GASB) to promulgate generally accepted accounting principles and reporting standards with respect to activities and transactions of state and local governmental entities. In November, 1984, the GASB issued a codification of governmental accounting and financial reporting standards. This codification and subsequent pronouncements are recognized as generally accepted accounting principles for state and local governments.

The financial statements of the Calcasieu Soil and Water Conservation District are prepared in accordance with the standards established by the GASB. GASB Codification Section 2100 established criteria for determining the governmental reporting entity to be the Calcasieu Soil and Water Conservation District. The accompanying statements present information only as to the transactions of the District.

A. FUND ACCOUNTING

The financial statements of the Calcasieu Soil and Water Conservation District

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION**

REPORT NO. 05-09-08

are presented as if the accounts were organized on the basis of funds and account groups, each of which would be considered a separate accounting entity. Since the District has financial resources, which are required to be accounted for in other funds, a general fund and a special revenue fund were both employed.

During the fiscal year ending June 30, 2005, the Calcasieu Soil and Water Conservation District receives funds it considers Special Revenue Funds and the financial records have been prepared accordingly.

B. FIXED ASSETS

Fixed assets used in the governmental fund type operations are accounted for in the General Fixed Assets account group, rather than the Governmental Fund. No depreciation has been provided on general fixed assets. All fixed assets are valued at historical cost.

This account group is not a "fund." It is concerned with the measurement of financial position, not with measurement of operations.

C. BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The records are maintained on a cash basis and the accompanying financial statements have been converted to a modified accrual basis of accounting using the following practices:

(1) Revenue

State Funds are recorded when the District is entitled to the funds.

Newsletter sponsors and equipment rental are recorded in the year earned.

Interest income on time deposits is recorded when the deposits have matured and the income is available.

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

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Rents and royalties are recorded in the year earned.

Subsequently all other revenues are recorded when received.

(2) Expenditures

Expenditures were recognized in the accounting period in which the liabilities are both measurable and incurred.

D. BUDGETARY PRACTICES

A budget was submitted to the Office of Soil and Water Conservation, Louisiana Department of Agriculture and Forestry. State Funding for the year was based upon the allocation procedures established in the program rules and regulations.

E. ANNUAL AND SICK LEAVE

Employees earn and accumulate annual and sick leave at various rates depending on their years of service. Unused annual and sick leave accumulates without limit. The number of hours of unused annual leave for which an employee may receive a lump sum payment upon termination from District employment may not exceed 300 hours.

At June 30, 2005 (fiscal close), the Calcasieu Soil and Water Conservation District had accumulated and vested \$1,484.00, in leave privileges, required to be accrued under SFAS 43. Current year expenditures for salary and leave privileges total \$41,902.12.

**F. PENSION PLAN
SOCIAL SECURITY BENEFITS**

Substantially all employees of the Calcasieu Soil and Water Conservation District

**LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION**

REPORT NO. 05-09-08

are members of the Social Security System. The Employee contribution was 7.65% of gross salary from July 1, 2004, through June 30, 2005. The District contributed an additional 7.65% of gross salary from July 1, 2004, through June 30, 2005. The District does not guarantee the benefits granted by the Social Security System.

PAROCHIAL EMPLOYEES' RETIREMENT SYSTEM

Employees of the Calcasieu Soil and Water conservation District are members of the parochial Employees' Retirement System of Louisiana ("system"), a cost-sharing multiple employer public employees retirement system (PERS), controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separately held assets and separate benefit provisions. Eligible employees of the Calcasieu Soil and Water Conservation District are members of Plan B. In the fiscal year ended June 30, 2005, the total payroll for employees of the District was \$41,902.12.

2. CHANGES IN GENERAL FIXED ASSETS

The General Fixed Assets of the Calcasieu Soil and Water Conservation District remained the same for the year ended June 30, 2005.

LOUISIANA DEPARTMENT OF AGRICULTURE AND FORESTRY
AUDIT DIVISION

REPORT NO. 05-09-08

4. COMPENSATION PAID TO BOARD MEMBERS

The schedule of compensation paid to the Calcasieu Soil and Water Conservation District Supervisors is presented in compliance with House Concurrent Resolution No. 54 of the 1979 Session of the Louisiana Legislature. Compensation of the Calcasieu Soil and Water Conservation District Supervisors is included in the general administrative expenditures of the General Fund. Members of the governing board receive compensation pursuant to Louisiana Revised Statute 3:1207.

PER DIEM/MILEAGE PAID TO BOARD MEMBERS
FOR THE YEAR ENDING JUNE 30, 2005

BOARD MEMBER	MEETINGS REIMBURSED	PER DIEM	MILEAGE	TOTAL AMOUNT
Venton Coburn	8	\$ 280.00	\$ 20.36	\$ 300.36
Wesley Coffman	7	\$ 245.00	\$ 49.00	\$ 294.00
David Daigle	6	\$ 210.00	\$ 313.88	\$ 523.88
George Dautat	8	\$ 280.00	\$ 305.09	\$ 585.09
Beaver Knighton	8	\$ 280.00	\$ 329.64	\$ 609.64
Winfred Moses	0	\$ 0.00	\$ 21.12	\$ 21.12
	TOTALS	\$1,295.00	\$1,039.09	\$2,334.09

TOTAL NUMBER OF BOARD MEETINGS DURING THE YEAR WAS 12.